

# WELCOME TO CalJOBS JOB SCOUT GO AHEAD AND LOG-ON!!

*This tutorial is provided to help job seekers use JOB SCOUT*

A current registration and active resume are required to use the Job Scout feature.

**LOG ON** to go to the **Job Seekers Services Menu** page.

California Home

Welcome to **California**

**Employment Development Department**

**CalJOBS**  
www.caljobs.ca.gov

California's Internet system for linking employer job listings and job seeker résumés.

**Employer**  
Post Job Openings,  
Search for Résumés

**Job Seeker**  
Search for Jobs,  
Post Your Résumé

**Buscador de Empleo**  
Busca Empleo, Ingrese  
Su Curriculum Vitae

**Highlights: Linking Job Openings with Job Seekers**

**NO FEES!**  
List Your Job Openings or Post Your Résumé

**ANNUALLY OVER:**

- 1.8 Million Job Openings
- 1.5 Million Job Seekers
- 800,000 Active Résumés

**California Home**

Welcome to **California**

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**JOB SEEKER LOG ON**

**Attention:** If you are a Registered CalJOBS<sup>SM</sup> user, log on in the Registered Job Seeker section below with your Social Security Number and current password.

Registered Job Seeker	New Job Seeker
<p>Complete this section, then click the <b>CONTINUE</b> button to use CalJOBS<sup>SM</sup>.</p> <p>Type your <b>SOCIAL SECURITY NUMBER</b> here: <input type="text"/></p> <p>AND type your <b>PASSWORD</b> here: <input type="text"/></p>	<p>Complete this section, then click the <b>CONTINUE</b> button to enter CalJOBS<sup>SM</sup>.</p> <p>Type your <b>SOCIAL SECURITY NUMBER</b> here: <input type="text"/></p> <p>Retype your <b>SOCIAL SECURITY NUMBER</b> here: <input type="text"/></p> <p><b>SELECT Date of Birth Here:</b> <input type="text"/> <input type="text"/> <input type="text"/></p>

Click Here: **Continue**

Friday, April 4, 2003

Help Links  
[Service Locations by City](#)  
[Informational & Help Numbers](#)  
[Números Para Información y Ayuda](#)  
[Browsers & CalJOBS<sup>SM</sup>](#)  
[Increase Text Size](#)

  
Governor Gray Davis  
State of California  
Director Michael S. Bernick

Wednesday, April 9, 2003

**Step 1:** Click **<Job Scout>** to access the *Job Scout Menu* page.

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Welcome to **California**

**CalJOBS**  
www.caljobs.ca.gov

Version 19

**JOB SEEKER SERVICES MENU**

**\*\*In order to keep your résumé active for search by employers, you must access the system at least once every 60 days.\*\***

To use CalJOBS<sup>SM</sup>, click on one of the buttons below.

**Job Scout** **Enter Your Résumé**

**Browse Jobs by Category** **Change Your Personal Information**

**Find Jobs by Job Objective** **Change Your Password**

**EDD Home Page**  
**About EDD**  
**CalJOBS<sup>SM</sup> Home Page**  
**Job Seeker Services Menu**

**News**  
02/22/03

**How are we doing?**  
**Survey**

**Information and Services**  
**Additional Job Listings and Information Including Federal & California State Jobs**  
**Labor Market Information**  
**Local Jobs, Services, & Resources**

**Step 2:**  
At the *Job Scout Menu* page:  
Click **<Search Criteria>**.

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Welcome to **California**

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Version 19

**JOB SCOUT MENU**

Welcome to Job Scout!!

Job Scout allows you to:

- Set up job searches and save them for future use
- Save matched listings to your personal jobs list
- Set Job Scout's autosearch to run your searches nightly and send you daily e-mail notification of matched jobs

Click here to begin using Job Scout

**Search Criteria** **Autosearch Results**

Set up a search Results of nightly autosearches

**My Searches** **My Jobs**

List of saved searches List of saved job listings

**EDD Home Page**  
**About EDD**  
**CalJOBS<sup>SM</sup> Home Page**  
**Job Seeker Services Menu**  
**Job Scout Menu**  
**Search Criteria**  
**My Searches**  
**Autosearch Results**  
**My Jobs**

If you select *Search Criteria* from the *Job Scout Help & Tips* on the menu bar, this type of pop-up appears.

To get additional help and tips, click on the remaining three links.

Microsoft Internet Explorer

**SEARCH CRITERIA TIPS**

On the Search Criteria page, you can select the job objective and county for a search, run the search, and save the search for later use.

If you run the search you create on this page, you can save jobs from the list to My Jobs for future reference.

OK

**Step 3:**

Choose a job objective to search by clicking the radio button(s).

(The search county is based on the Zip Code. You may also search other counties).

**Step 4:** Click **<Search Now>**.

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**JOB SCOUT ~ SEARCH CRITERIA**

Select an objective to begin your search. These objectives are from your résumé. Note that to change an objective, you will have to change it on your résumé.

☒ CANDY MAKER  
☐ COOK, RESTAURANT

To change your objective or add additional objectives on your résumé, click: **Job Objective List**

This search is for the County of **Sacramento**.

To find jobs in a **different** county, please click on one of the three buttons below:

**Northern California** **Greater Bay Area** **Southern California**

To run this search now, click: **Search Now**

To save this search for future use or auto-run nightly, enter a search name:   
and click: **Save Search**

**Left Sidebar Links:**  
[EDD Home Page](#)  
[About EDD](#)  
[CalJOBS<sup>SM</sup> Home Page](#)  
[Job Seeker Services Menu](#)  
[Job Scout Menu](#)  
[Search Criteria](#)  
[My Searches](#)  
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[Local Jobs, Services, & Resources](#)  
[Exit CalJOBS<sup>SM</sup>](#)

**Save Jobs**

A list of any jobs matching your objectives will display.

You can save as many jobs from the list as you want.

**Step 1:** Check **"Save Jobs"** next to "Job Title"**Step 2:** Click **<Save to My Jobs>**

Or

Click the **"Job Title"** hyperlink to go to **"Job Listing Details"**

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**JOB SCOUT ~ SEARCH RESULTS**

Below are listed your search results for **CANDY MAKER** for **Sacramento** County.

3 job listing(s) were found.

Click on the underlined job title below to see the details of the job listing.

To save one or more jobs to your personal jobs list, check the Save Job box(es) and click: **Save To My Jobs**

To save this search, enter a search name:   
and click: **Save Search**

Save Job	Job Title	City	Zip Code	Wage	Duration	Date Entered
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Sacramento	95817	38.00/hour	Long Term	2/4/2003
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Sacramento	95814	18.00/hour	Long Term	1/31/2003
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Sacramento	95814	17.00/hour	Long Term	1/31/2003

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## At the Job Listing Details page

**Step 3:** Click <Send to My Jobs> to save your job choices.

From this page you can:

<View Next Job Listing>

Or

<Return to Job Search Results>.

Don't forget that "Job Scout Help & Tips" are always available on side menu bar.

[CalJOBS<sup>SM</sup> Home Page](#)  
[Job Seeker Services Menu](#)  
[Job Scout Menu](#)  
[Search Criteria](#)  
[My Searches](#)  
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[Job Scout Help & Tips](#)  
[Autosearch Results](#)  
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[Information and Services](#)  
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[Exit CalJOBS<sup>SM</sup>](#)

### JOB LISTING DETAILS

To save this job to your personal jobs list, click [Send To My Jobs](#)

Job Number: CA0005972  
Job Title: CANDY MAKER  
City or Job: Sacramento  
Experience Required: 3 years  
Start Date: 3/25/2003  
Starting Wage: \$38.00/hour  
Duration: Long Term    Hours Per Week: 40plus    Shift: Any  
Education Required: High School/GED  
California Drivers License: None

Job Duties:  
Master candy maker for exclusive specialty store. Make various types of chocolates, truffles, caramels, taffys, licorice, fudge, toffees, nut brittles, etc. Create new candy recipes, flavorings, toppings. References a must.

It is important to be aware that employers may or may not provide benefits for all positions, and some employers may require a specific time period before some or all benefits go into effect. Please contact the employer for specific benefit information. All benefits with "Yes" may be offered by the employer.

Benefits:

Medical: Yes	Dental: Yes	Vision:	Life Insurance:	Profit Sharing:
Retirement Plan:	Child Care:	Paid Sick Leave: Yes	Paid Vacation: Yes	Other:

How To Apply:  
Phone: CCCs Candy Personnel Dept  
(916)777-7777

To continue, click on one of the boxes below.

[View Next Job Listing](#)
[Return to Job Search Results](#)

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Version 19

### JOB SCOUT MENU

Welcome to Job Scout!!

Job Scout allows you to:

- Set up job searches and save them for future use
- Save matched listings to your personal jobs list
- Set Job Scout Autosearch to run your searches nightly and send you daily e-mail notification of matched jobs

[Search Criteria](#)  
Set up a search

[Autosearch Results](#)  
Results of nightly autosearches

[My Searches](#)  
List of saved searches

[My Jobs](#)  
List of saved job listings



## MY JOBS PAGE

This page shows jobs saved by date entered.

The status column shows whether a job is open or closed. Multiple jobs can be deleted on this page.

*(After applying for a job, and following up, or if you find out it is closed, delete it).*

**Step 1:** Check the "Delete Job" box next to the job titles.

**Step 2:** Click <Delete From My Jobs>.

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**JOB SCOUT ~ MY JOBS**

Click on the underlined job title below to see the details of the job listing.

To delete one or more jobs from your personal jobs list, check the Delete Job box(es) and click **Delete From My Jobs**

You have 5 saved job listings

Delete Job	Job Title	Status	City	Zip Code	Wage	Duration	Date Entered
<b>Saved 4/8/2003</b>							
<input checked="" type="checkbox"/>	<a href="#">CANDY MAKER</a>	Open	Sacramento	95817	20.00/hour	Long Term	4/8/2003
<input checked="" type="checkbox"/>	<a href="#">CANDY MAKER</a>	Open	Sacramento	95814	20.00/hour	Long Term	3/26/2003
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Open	Sacramento	95814	20.00/hour	Long Term	12/31/2002
<b>Saved 4/3/2003</b>							
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Open	Sacramento	95814	20.00/hour	Long Term	3/26/2003
<input type="checkbox"/>	<a href="#">CANDY MAKER</a>	Open	Sacramento	95814	20.00/hour	Long Term	12/31/2002

## TO SAVE THE SEARCH

A search can be saved on the **SEARCH CRITERIA** or **SEARCH RESULTS** page.

**Step 1:** Name the search as you choose for each objective.  
*(Suggestion: use job title and county or abbreviations).*

**Step 2:** Click <Save Search>.

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Welcome to **California**

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**JOB SCOUT ~ SEARCH CRITERIA**

Select an objective to begin your search. These objectives are from your résumé. Note that to change an objective, you will have to change it on your résumé.

☒ CANDY MAKER  
☐ COOK, RESTAURANT

To change your objective or add additional objectives on your résumé, click **Job Objective List**

This search is for the County of **Sacramento**.

To find jobs in a **different** county, please click on one of the three buttons below:  
**Northern California** **Greater Bay Area** **Southern California**

To run this search now, click **Search Now**

To save this search for future use or automatic nightly run, enter a search name **Candy-Sacto-Co** and click **Save Search**

## TO VIEW SAVED SEARCHES

Click **<My Searches>** link.

The MY SEARCHES page shows two saved Searches: Cook Jobs-Sacto Co. and Candy-Sacto Co.

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Version 19

**JOB SCOUT ~ MY SEARCHES**

Job Scout can run searches nightly for 14 days and notify you of jobs found. To **begin using** or to **reactivate** Autosearch, put a check in the Autosearch On box for each search you want to run and click

**Set Autosearch Statuses**

You have 2 searches saved:

Select	Search Name	Search Criteria	Autosearch On	Autosearch Expires	Last Autosearch Found	Jobs
<input type="radio"/>	Cook Jobs-Sacto Co	COOK, RESTAURANT for Sacramento County	<input type="checkbox"/>			
<input type="radio"/>	Candy-Sacto Co	CANDY MAKER for Sacramento County	<input type="checkbox"/>			

To run the selected search, click **Search Now**

To delete the selected search, click **Delete Search**

## TO SET AUTO SEARCH

**Step 1:** Check the "Autosearch On" box to activate.

**Step 2:** Click **<Set Autosearch Statuses>**.

**Step 3:** Click **<Add E-mail Address>** If you have a personal e-mail address, and wish to be notified about auto search results.

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Welcome to **California**

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**JOB SCOUT ~ MY SEARCHES**

**\*\*Your Autosearch Statuses have been updated.\*\***

Job Scout can run searches nightly for 14 days and notify you of jobs found. To **begin using** or to **reactivate** Autosearch, put a check in the Autosearch On box for each search you want to run and click

**Set Autosearch Statuses**

You have 2 searches saved:

Select	Search Name	Search Criteria	Autosearch On	Autosearch Expires	Last Autosearch Found	Jobs
<input checked="" type="radio"/>	Cook Jobs-Sacto Co	COOK, RESTAURANT for Sacramento County	<input checked="" type="checkbox"/>	3/21/2003		
<input checked="" type="radio"/>	Candy-Sacto Co	CANDY MAKER for Sacramento County	<input checked="" type="checkbox"/>	3/21/2003		

To run the selected search, click **Search Now**

To delete the selected search, click **Delete Search**

## AUTO SEARCH RESULTS:

When jobs matching your objectives are found by Job Scout, a reminder message to check Autosearch Results displays at the *Job Seeker Services Menu* page.

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**CalJOBS**  
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**JOB SEEKER SERVICES MENU**

**\*\*Job Scout has found 2 jobs for you since you last logged on. Please see Job Scout's Autosearch Results for the new jobs.\*\***

**\*\*In order to keep your résumé active for search by employers, you must access the system at least once every 60 days.\*\***

To use CalJOBS<sup>SM</sup>, click on one of the buttons below.

**Job Scout** **Change / View Your Résumés**

**Browse Jobs by Category** **Change Your Personal Information**

**Find Jobs by Job Objective** **Change Your Password**

**If you need additional help: Call 1-800-758-0398 or see a Customer Service Representative in your local EDD Job Service Office or One-Stop Career Center**